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Circular Letter No. 13
August 23, 1919.

To Supervisors of Schools and Teachers.

Ladies and Gentlemen:-

PROFESSIONAL CIRCULAR LETTER

Feeling confident that, after a pleasant vacation, you are ready to take up your duties again with renewed energy and that you are possessed of a firm disposition and willingness to accomplish the tasks which confront you, it gives me pleasure to offer you a few suggestions which, I hope will be of some benefit to you in your work.

The slogan for this year is: Constructive Supervision; Better Teaching; More Efficient Work.

Every supervisor and teacher will be held strictly accountable for results in his district and school, respectively. The Course of Study as outlined is to be followed closely and variations should be attempted only after the approval of the Department has been secured.

MATERIAL CONDITIONS

Before the opening of schools you should see that the school buildings and sorroundings are in good condition. Also, careful attention should be given to the school equipment.

School Room - The desks should be well adapted to the pupils' ages and should be properly fastened to the floor. Blackboards should be well fixed and should be provided with troughs. Make the rule for the year: "A place for every thing and every thing in its place."

ENROLLMENT AND ATTENDANCE

See School Laws- Section 60, paragraph 142. Children should be kept in school up to the completion of the elementary course. Immediately after the opening of school each teacher should submit to the supervisor a list containing the names of the children who have not reported for work, and the reason in each case. Careful investigation should be made in such cases.

Enroll downward, beginning with the eighth grade. Preference should be given to those who were members of the local public schools last year. In small towns where the number of pupils in the upper grades is small, no more than two grades should be assigned to one teacher. If unable to avoid assigning more than two grades to a teacher by combining an intermediate grade with a higher one, eliminate grades, beginning with the eighth.

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No grade of the urban elementary schools should be organized on double enrollment for any reason whatsoever.

Under no consideration may more than 50 pupils be enrolled in any school. See paragraph 145 of "The School Laws."

In all instances where there are more applicants for admission than the seating capacity will allow, a waiting list should be arranged and parents should be advised when vacancies occur. However, no new first grade pupils are to be admitted until provision has been made for the accomodation of upper grades pupils and of first grade pupils in school last year. In the admission of new pupils to the first grade, preference should be given always to those of compulsory school age; that is, between the ages of eight and fourteen years. In determining the number of illiterates the Director of the Federal Census does not take account of any persons under ten years of age. Since a new census will be taken in 1920, it is of the highest importance that all children of ten years of age or over who have never been in school should be enrolled and given preference over any others, provided facilities are not available for all.

You are admonished to see to it that younger children do not secure admittance to the first grade to the exclusion of the older and more mature. In the event that you are in doubt as to the age of pupils, birth certificates should be demanded.

Pupils should be assigned to the grade and group certified by the proper authorities at the close of last year. You should not accept the recommendations of teachers who have given special summer courses, but examinations should be conducted by the supervisor of schools so that such summer work may be thoroughly tested. The length such summer course has been conducted as well as the quality of the work done, as shown by the examination, should determine the credit given. To complete the work of an entire grade in a brief summer session is patently impossible.